

## **SOCIAL WORKER SUPERVISOR II**

### **CLASSIFICATION DEFINITION**

Under general direction, the Social Worker Supervisor II plans, organizes and directs the work of social service staff providing the most advanced social services; and performs other related work as assigned.

Social Worker Supervisor II requires a Master's Degree and is the second supervisory level in the series. Incumbents supervise a unit of caseworkers in specific programs identified as having a high proportion of complex and sensitive casework needs and are usually assigned to programs or staff positions that require extensive casework knowledge.

Some positions in larger departments may be assigned full time in-service training and staff development duties.

Social Worker Supervisor II differs from Social Worker Supervisor I in that the former is the second level supervisor, requires a Master's degree, and is responsible for supervising and training Master level Social Workers. Social Worker Supervisor II is distinguished from Program Manager in that the latter is responsible for administering a program rather than supervising a unit.

### **SUPERVISION EXERCISED AND RECEIVED**

Social Worker Supervisor II receives direction from a Program Manager or other management level classification. Social Worker Supervisor II incumbents provide direct supervision to lower level Social Workers including Social Worker IV.

### **TYPICAL DUTIES**

Duties may include, but are not limited to, the following:

- Plans, assigns, directs, and reviews the work of employees providing the most advanced or complex casework such as adoptions and protective services.
- Assists in the development of community resources for all programs.
- Assists and participates in the development of in-service training and staff development programs.
- Evaluates the effectiveness of policies and procedures.
- Represents the social services department at conferences and addresses community groups.
- Evaluates the performance of personnel and takes or recommends appropriate courses of action.
- May direct research studies and prepare reports.
- Enters and retrieves information from an automated computer system.

- Authorizes the provision of social and employment services through the department, provides services, and makes referrals to other agency staff and community agencies.
- Coordinates the activities of professional and technical staff.
- Reviews and interprets regulations, rules, policies, and programs.
- May perform full time in-service training and staff development duties.
- Performs related duties as assigned.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Functions of public social services agencies and the principles of public social service administration.
- Social research methods.
- Laws, rules, and regulations governing the operation of public social services agencies.
- Principles, methods, and resources in the field of public health, mental hygiene, education, correction and rehabilitation as they relate to public social service.
- Techniques of supervision, training, and casework consultation.
- Computer terminology and computer keyboard arrangement.
- Principles of community organization.
- Resources available in the community for referral or utilization in employment or social service programs.

### **Ability to:**

- Exercise sound judgment when organizing, directing, and prioritizing unit activities.
- Select, train, supervise, evaluate, and discipline subordinate staff.
- Classify case problems and evaluate the effectiveness of effort in solving problems.
- Apply effective interpersonal skills.
- Develop and maintain effective working relationships with agency staff, clients, and outside organizations.
- Make oral and written presentations clearly and concisely.
- Analyze a situation accurately and adopt an effective course of action.
- Maintain confidentiality in accordance with legal standards and/or county regulations.
- Use computers and related software packages.

### **MINIMUM QUALIFICATIONS (Education and/or Experience)**

One (1) year of full-time experience performing duties comparable to the Social Worker III or Social Worker IV classification

**AND**

A Master's degree in social work **OR** A Master's degree from a two (2) year counseling program

[Qualifying master's degrees from a two - year counseling program are those that include a course of study with emphasis in vocational rehabilitation, family or marriage counseling, gerontology, or a closely related field. Qualifying two year counseling degree programs must have included an internship or supervised fieldwork and completion of approximately 45 semester or 67 quarter units of graduate level courses. Completion of all of the requirements for a Marriage and Family Therapy (MFT) license program may be substituted upon submission of verifying proof.]

### **DRIVER LICENSE REQUIREMENT**

Some positions in this classification may require possession of a valid California driver's License. Employees who drive on County business to carry out job-related duties must possess a valid California driver's license for the class of vehicle driven and meet automobile insurability requirements of the County. Eligibility for employment for those who do not meet this requirement due to disability will be reviewed on a case-by-case basis by the appointing authority.